



RETRENCHMENT POLICY

Authorised By:	President (CEO)	Revision: 1.11
Last Amendment Date:	Revision Date: 25 Sep 2023	
Review Due Date:	Next Review: 25 Dec 2025	
Related Documents:	Nil	
Responsible Officer:	Registrar	
Review and Implementation:	Executive	

Any person who requires assistance in understanding any aspect of this document should contact the Responsible Officer

1. Overview

Tabor may be required to initiate the retrenchment of an employee or employees due to insufficient business demand, changes to the organisational structure, introduction of new technology or other operational reasons. The College acknowledges its obligation in respect to termination of an employment contract as prescribed by relevant legislation and community expectations, and as it relates to communication, notification, notice periods, process and reasoning.

This policy ensures due process, fair compensation, compliance with legal obligations and equitable treatment is provided to Tabor employees who are to be retrenched.

2. Scope and Applications

This policy applies to all permanent and fixed term employees of Tabor.

3. Policy Principles

- 3.1. Tabor will treat employees who are being retrenched in accordance with its Christian ethos and values.
- 3.2. Before considering a redundancy, Tabor will consider other options to improve business performance, which may avoid or reduce the level of staff losses.
- 3.3. Employees who are retrenched from Tabor will be selected in a fair and objective manner, based upon the needs of the business.
- 3.4. Employees will be consulted as soon as is practicable after the decision has been made to make their position redundant.
- 3.5. Tabor will always consider re-deployment of employees who are affected by redundancy.

4. Procedures

Please take note: Once PRINTED, this is an UNCONTROLLED DOCUMENT. The current version of this document is kept on the Tabor Policy Repository.

4.1. Redundancy Process

- 4.1.1. Upon identifying a need for redundancies to be made, consultation will be undertaken at an early stage with all affected employees. Affected employees include those who may lose their positions and those whose work will be affected by the redundancies.
- 4.1.2. The consultation will provide details about why the possible redundancy situation has arisen, the areas affected and the next steps in the procedure.
- 4.1.3. Items to consider when developing the criteria to be used in selecting who will be affected by the redundancy may include:
 - How Tabor will operate after the restructure/redundancy
 - What skills are still required
 - The length of service of those selected, eg 'last in, first out'
 - Some measure of skills, qualifications, aptitude
- 4.1.4. Individual consultation meetings for employees who are at risk of redundancy will take as soon as is reasonably practicable after the first group meeting. During the meeting the following details will be provided:
 - The business reasons for the redundancy
 - The process of selection
 - The criteria used
- 4.1.5. The employee will be advised in writing of the meeting and of their right to be accompanied by a colleague. The letter will also include information about the redundancy situation, the reasons for this and that the employee is at risk of losing their job by reason of redundancy. It will also include details of how the selection criteria have been applied to him or her.
- 4.1.6. Each employee will be given a chance to respond to the potential redundancy.
- 4.1.7. If an employee feels that are not able to work the notice period, then an earlier finish date and a payout of the notice period can be negotiated.

4.2. Redundancy Payment

- 4.2.1. Payments on termination because of redundancy will comprise a severance payment and statutory entitlements for work not previously paid for, as well as annual and long service leave.
- 4.2.2. These payments will be made on the day of termination or as soon as possible after that day, but not prior to the day of termination

4.3. Entitlements

- 4.3.1. Employees will be expected to work the notice period as specified in their letter of appointment or letter of employment, however this can be negotiated as in 4.1.7 above.
- 4.3.2. Tabor will reserve the right to reduce the amount of notice to be worked, depending on the needs of the business at the time.
- 4.3.3. The period of notice provided will be 4 weeks except for employees over 45 years of age who will receive 1 extra week's notice period (ie 5 week's notice).
- 4.3.4. Accrued annual leave entitlements must be paid out to the date of retrenchment, in accordance with the employee's contract of employment, appropriate legislation and Enterprise Agreement. The payment is to be calculated in the employee's Notional Base Salary.
- 4.3.5. Long service leave payment will be calculated in accordance with the entitlement under [Long Service Leave Legislation](#) or Enterprise Agreement in place at the time of retrenchment. The payment is to be calculated on the employee's Notional Base Salary.

4.4. Return of Tabor Property

- 4.4.1. The employee must return all Tabor property to their Manager, or other authorised person, prior to any termination payments being received.

4.5. Administration

4.5.1. Administration of retrenchments includes:

- Written Notification advising the employee the effective date of retrenchment.
- Calculating Redundancy Entitlements (estimated and final).
- Providing Certificates of Employment.
- Advising Human Resources of the date of retrenchment.

4.5.2. The responsibility for coordinating the administration of retrenchments lies with the President and the Human Resources Manager.

4.6. Support

4.6.1. The employee's immediate manager is responsible for the care of, and assistance provided to, the employee during the redundancy process.

4.6.2. Support is also available for the employee from the Human Resources Manager.

4.6.3. A retrenched employee will be provided with reasonable time off at Tabor's expense to talk to recruitment consultants and potential employers and to attend job interviews.

5. Definitions

See [Global Definitions](#)

6. Communication / Training

6.1. The HR Manager will ensure this policy is brought to the attention of all staff upon commencement of employment and/or upon any changes being made to the policy.